

# Section 6: Returnable Bidding Forms/Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

**Technical Bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Bid Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Bid/Bill of Quantities |  |
| * Form H: Form for Performance Security |  |
| Have you provided the required documents to establish compliance with the evaluation criteria in Section 4 and 5? |  |
| Have you provided environmental policy/ Health and safety pan |  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form F: Bill of Quantities   Please upload the BoQs both in PDF signed/stamped & soft excel copy with your bid |  |

**FORM A:** Bid Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | UNDP/AFG/ITB/2021/0000008219 | | |

We, the undersigned, offer to supply the goods and related services required for Construction and Accommodation at UNDP CO in Kabul in accordance with your Invitation to Bid No. UNDP/AFG/ITB/2020/0000008219 and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and weembrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp with official stamp of the Bidder*

**FORM B:** Bidder Information Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues** | [Complete] |
| **Is your company a member of the UN Global Compact** | [Complete] |
| **Contact person that UNDP may contact for requests for clarifications during Bid evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | **Technical Bid** shall consist of preferably one file that includes the:   * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured * Certificate of Incorporation/ Business Registration * Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder * Local Government permit to locate and operate in assignment location, if applicable. * Valid Business Operation License * List and value of projects performed for the last 5 years, plus client’s contact details who may be contacted for further information on those contracts. * Statement of Satisfactory Performance from the three (3) Clients in terms of Contract Value for similar (Rehabilitation/renovation/ construction) projects completed within last 5 years; * CVs of the required key personnel: * Implementation timetable as per the requirement; * Last three years Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past five years (2018, 2019 & 2020). * Form A: Bid Submission Form * Form B: Bidder Information Form * Form C: Joint Venture/Consortium/ Association Information Form * Form D: Qualification Form * Form E: Format of Technical Bid (including Implementation plan and Technical compliance sheet) * Form F: Price Schedule Form * Equipment list accompanied by copies of ownership documents (log books).   **Qualification Bid:**  Please refer to Section 4: Evaluation Criteria |

**FORM C:** Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | UNDP/AFG/ITB/2021/0000008219 | | |

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture ***OR***  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**FORM D:** Eligibility and Qualification Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | UNDP/AFG/ITB/2021/0000008219 | | |

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| Non-performing contracts did not occur during the last 3 years | | | |
| Contract(s) not performed in the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year 2018 USD  Year 2019 USD  Year 2020 USD |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio |  |  |  |

  Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**FORM E:** Format of Technical Bid

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | UNDP/AFG/ITB/2021/0000008219 | | |

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

The bidder shall provide the following which will the technical bid requirement of this ITB:

**SECTION 1: Bidder’s qualification, capacity and expertise**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.1. Top (three or more) Projects implemented during the last 5 years:** | | | | | |
| **Project Description** | **Client** | **Amount in US$** | **Year of Completion** | **% Completed** | **Performance Evaluation** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.2 Current on-going commitments (if any with UNDP & Other Clients);** | | | | |
| **Project Description** | **Client Name** | **Amount in US$** | **Completion Ratio** | **Anticipated date of Completion** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

* 1. Quality assurance procedures and risk mitigation measures.

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services (Technical Approach/Methodology, Implementation Plan)**

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

* 1. A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  2. Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  3. The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  4. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  5. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

**List of Equipment to be assigned to the project:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Equipment** | **Minimum Quantity**  **(Unit)**for each site | **Equipment Availability - Copies of ownership/lease Documents attached (Yes/No)** |
| 1 | Dump Truck | 1 |  |
| 2 | Flat Truck | 1 |  |
| 3 | Generator set min  3000 watt | 1 |  |
| 4 | Concrete Vibrator | 2 |  |
| 6 | Concrete mixer on site | 1 |  |
| 9 | Water Pump Plus water reservoir 5000L | 1 |  |
| 10 | Vibratory Plate compactor  At least 1 | 1 |  |
| 11 | Scaffolding (Metal), Upright (including ledger, bracings, scaffold platform, putlog, guard rail, toe board, etc.) | 90 pairs |  |
| 12 | Formworks shuttering and centering | 5,500 sq ft |  |
| 13 | Service truck | 1 |  |

**SECTION 3: Management Structure and Key Personnel**:

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  2. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Name** | **Nationality** | **Age** | **Education** | **Years of experience (with bidder in similar works)** | **Major works for which responsible (project/value)** |
|  |  |  |  |  |  |  |
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**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| **Name of Personnel** | [Insert] |
| **Position for this assignment** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency** | [Insert] |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of goods and/or services]* |
| Name of institution: [Insert]  Date of certification: [Insert] |
| **Employment Record/ Experience** | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year

**FORM F:** Bill of Quantities

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | UNDP/AFG/ITB/2021/0000008219 | | |

The Bidder is required to prepare the Bill of Quantities (BoQ) and must include a detailed cost breakdown of all goods and related services to be provided. Bidders shall price separately each Item in the BOQ and return the form duly signed with the Bid.

The Bidder is required to prepare the Financial Proposal as indicated in the Bid Data Sheet (Section 3).

The detailed cost breakdown which shall be delivered with the Financial Proposal is based on the BoQ template below. The BOQ needs to be completely filled. The cost of any item not filled is assumed to be included in another item.

The quantities set forth against the items in the BOQ are based on the tender design and are an estimate of the quantity of each kind of the work likely to be carried out under the contract and are given to provide a common basis for bids. There is no guarantee to the Contractor that it will be required to carry out the quantities of work under any one particular item in the BOQ or that the real quantities will not differ in magnitude from those stated. It is the sole responsibility of the Contractor to make himself familiar with the final required design (construction design and drawings) and calculate the real quantities required.

Pricing

1. The prices and rates inserted in the BOQ are to be the full inclusive values of all the works described under the items, including all costs and expenses which may be required for:

* preparing construction of the works described together with any temporary works and installations which may be necessary and all general risks, liabilities and obligations set forth or implied in the documents on which the tender is based, including all insurances, transport, staffing, etc.,
* training of operators and
* Operation of the entire system during the defect liability period (DLP) for one year.

1. It will be assumed that establishment charges, profit and allowances for all obligations are spread evenly over all the unit rates.
2. Bidders must price each item in the bill of quantities separately and follow the instructions regarding the transfer of various totals in the summary.
3. Prices for items for which no prices are given are deemed to be included in other positions of the BOQ.
4. Where the bidder assumes additional cost items have not been included in the BoQ, such items’ costs shall be incorporated into existing cost items, thus ensuring that the project can be completed at the stated cost.
5. Rates and prices must be entered against each item in the BOQ. The rates will cover all tax, duty or other liabilities which are not stated separately in the BOQ and the tender.
6. The quantities set forth against the items in the BOQ are an estimate of the quantity of each kind of the work likely to be carried out under the contract and are given to provide a common basis for bids. There is no guarantee to the Contractor that it will be required to carry out the quantities of work under any one particular item in the BOQ or that the real quantities will not differ in magnitude from those stated.
7. No extra works, supplies, installations or variations on the Contract are possible without UNDP prior approval.
8. No allowance will be made for loss of materials or volume thereof during transport or compaction.
9. If not otherwise stated all items shall include supply of material.

**Completing the Bill of Quantities:**

1. In the BOQ, rates and prices will be entered in the appropriate columns in USD. Errors will be corrected as follows:

a) Where there is a discrepancy between amounts in figures and in words, the amount in words will prevail; and

1. Where there is a discrepancy between the unit rate and the total amount derived from the unit price and the quantity, the unit rate as quoted will prevail.

Note: All material should be removed from the site by the contractor unless specified by UNDP representative and UNDP can keep the material for future usage.

**Please refer to BOQ attached as (Annex – 3)**

|  |  |
| --- | --- |
| **Note:** | |
| 1 | Admin cost and transportation cost should be included in each item. It is the contractor's responsibility to make itself completely aware of all site conditions prior to completing the Bill of Quantities |
| 2 | The contractor shall make sure that all materials are the best of their kind that are available. The contractor will ensure that all commissioning of facilities is completed prior to Substantial completion Inspection SCI |
| 3 | The contractor will not proceed with any concrete pouring until the UNDP engineer has certified that it is satisfactory |
| 4 | The contractor will ensure that all excavations are as per the plan and specifications |
| 5 | The contractor will not accept directions from any other person other than UNDP engineers |
| 6 | Contractor will perform all works necessary to bring the works to a standard specified in the contract documents |
| 7 | The contractor will advise immediately of any difference in the specification to the drawings and or bill of quantities or vice versa |
| 8 | The contract documents in order of precedence are 1. The specification, 2 the working drawings, 3 Bill of quantities |
| 9 | The contractor must provide all tools and materials necessary to complete the works |
| 10 | All concrete mixed on site must be in accordance with the specification including all slump tests and may be rejected by the UNDP engineer. |
| 11 | All formwork/shuttering should be straight and adequately supported. |
| 12 | All plaster surfaces should be straight and finished smooth ready to accept paintwork in accordance with the specification |
| 13 | The contractor will request an inspection 48 hrs. prior to pouring any concrete |
| 14 | The contractor is to ensure the installation of all ancillary items such as weather seals, door seals or any other item in the BoQ or specification |
| 15 | The contractor shall apply the above to all cost amendments and site instructions |
| 16 | Use UNDP Quantities for price of each item and do not change the formulas in this document. |
| 17 | The Bidder is responsible for checking the accuracy of BoQ. By submitting your bid, you indicate that you have studied the contents of the Technical Package (including drawings, product schedules, statement of works, specifications, etc.); that you have inspected the site; and that you have checked that the bill of quantities are accurate in relation to the Technical Package and the site. |
| 18 | Please provide fully complete Price Schedule according to the Bill of quantities, Statement of Work, Specifications and Drawings |
| 19 | Please conduct site visit prior quote. |

**Summary of BoQ**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Currency | | **USD** | | |
| ITB No. |  | UNDP/AFG/ITB/2021/ 0000008219 | | |
| Project Title. | | **Renovation Works in Police Head Quarter (PHQ) Including Solar PV System (Lot 1)** | | |
| Location |  | **KABUL AFGHANISTAN** | | |
| Date: |  | **…………………….** | | |
|  |  |  | |  |
| **Item Name** | | | **Sub Total Cost USD** | | |
| 1. Total for General | | | 0.00 | | |
| 2. Total for Site | | | 0.00 | | |
| 3. Total for Structure | | | 0.00 | | |
| 4. Total for Enclosure | | | 0.00 | | |
| 5. Total for Interior | | | 0.00 | | |
| 6.Total of Finish | | |  | | |
| 7. Total for Water Services | | |  | | |
| 8. Total for Electrical Services | | |  | | |
| 9. Total for Septic Tank | | |  | | |
| 10. Total for Furniture | | |  | | |
| 11. Total for Solar PV System | | |  | | |
| **Grand Total Cost USD:** | | |  | | |
|  |  |  | |  |
| **BOQ Value in words:** | | | | | |
|  | | | | | |

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM G:** Form of Bid Security (NOT APPLICABLE)

Bid Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: UNDP Resident Representative (Abdallah Al Dardari)

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called “the Bidder”) has submitted a Bid to UNDP dated Click here to enter a date. to execute Construction of New Accommodation Facility in Kabul for UNDP CO (hereinafter called “the Bid”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

1. Fails to sign the Contract after UNDP has awarded it.
2. Withdraws its Bid after the date of the opening of the Bids;
3. Fails to comply with UNDP’s variation of requirement, as per ITB instructions; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*

**FORM H:** Form for Performance Security

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)***

To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. Click to enter dated Click to enter , to deliver the goods and execute related services Click here to enter text. (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Date .......................................................................................................................

Name of Bank .........................................................................................................

Address .................................................................................................................